Job Posting

Position Title: EDP Auditor

Reports To: Drew Harpool, director of internal audit

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The employee in this class conducts detailed and complex audits of EDP activities to ensure program compliance, financial control, and computer effectiveness. Work involves analyzing the security of the computer system, verifying the integrity of the data, and preparing audit reports identifying operational problems and recommending methods for improvement. May conduct operational audits of program areas or fiscal audits at the request of a department head.

Specific Position Responsibilities:
1. Conducts detailed and complex audits of EDP activities to verify and test the integrity and reliability of information; evaluates computer operations for effectiveness, efficiency, and controls.

2. Reviews computer installation facilities and system security by observing the physical security of the computer systems and testing the accessibility to and protection of the data; performs risk analysis by weighing the cost of protecting the data and/or equipment against possible losses due to destruction or compromise of equipment or data integrity.

3. Verifies programmed controls and checks for ineffective practices and procedures which can lead to service interruption, erroneous record keeping, and/or fraud.

4. Analyzes the results of audits and prepares detailed reports to document the extent and scope of the examination; identifies problems and recommends possible solutions.

5. Participates in system development for proposed EDP systems; conducts and reviews feasibility studies involving development or modification to systems.

6. May conduct operational audits of program areas or fiscal audits at the request of a department head.

7. Produces reports using audit software for internal audit staff.

Qualifications:

Graduation from an accredited college or university with a bachelor's degree in either accounting, including at least nine quarter hours in computer science, or computer science and experience equivalent to two years of professional auditing, systems analysis, computer systems design or computer programming work; additional graduate coursework in business administration, public administration or computer science from an accredited college or university may be substituted for the required experience on a year-for-year basis to a maximum of one year.

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a comprehensive benefits package is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to drew.harpool@tn.gov. Applications will be accepted through April 6, 2018.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin,

sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.